

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, August 21, 2017

Board Members Present: S. King, B. Clancy, J. Mitchell, L. Franke

Others Present: A. Nizzia, C. Maricque, J. Driessen, K. Pahlow, M. Brick, C. Jensky

S. King called the meeting to order at 3:35 PM.

**1. Action Item: Approval of July 17, 2017 Minutes**

**Motion made by L. FRANKE, seconded by J. MITCHELL, that the minutes from the July 17, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.**

**2. Action Item: Approval of Agenda**

**Motion made by J. MITCHELL, seconded by L. FRANKE, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**

**3. Action Item: Donations**

A donation was received in a prior year to update the stage to allow access for all students. After reviewing the current stage, it was found that providing access to the stage for wheelchairs was not be feasible. The donor Arlene Vanden Huevel was contacted to discuss the possibility of moving the monies to replace the gymnasium/cafeteria floor. After reviewing the current needs of the gymnasium floor, Mrs. Vanden Huevel offered to donate additional funds in order to cover the full cost of the new floor. The new flooring is currently being installed and should be ready for the start of school.

In addition, Mr. and Mrs. Schaut donated \$50 and Mr. and Mrs. Bollom donated \$580 for school year projects. Hoffmaster Group, Inc. donated 21 cases of napkins.

**Motion made by J. MITCHELL, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.**

**4. Action Item: Payment of Bills**

June payments included the final payments to districts for transit of categorical aid for the school year.

**Motion made by L. FRANKE, seconded by B. CLANCY, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**

**5. Action Item: Financial Report**

General State Aid and the final Categorical Aid payments were received in June. The payments were slightly less than expected, but this was made up by additional Medicaid payments received. Expenditures savings were recognized in health and dental premiums for the year as well as savings in additional help not needed during the year. The 2016-17 school year ended with a \$170,765 surplus in the General and Special Revenue Funds.

**Motion made by J. MITCHELL, seconded by L. FRANKE, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**

6. Action Item: General Fund Transfer to Special Education Fund

The transfer to the Special Education Fund is required every year because levy for the school is recorded in the General Fund. This transfer allows the necessary levy to be applied to cover the Special Education costs.

**Motion made by J. MITCHELL, seconded by L. FRANKE, that the transfer of \$2,223,314.82 from BCCDEB's General Fund to BCCDEB's Special Revenue fund to cover the Special Revenue fund negative balance be approved. MOTION CARRIED UNANIMOUSLY.**

7. Action Item: Increase in Aide, Hourly Employee, Substitute Teacher and Substitute Aide Pay

A number of aide positions were not in alignment with other aides with similar responsibilities which caused the potential for new hires to make more than current employees. The positions were reviewed for similar comparisons and an increase of about three steps is being recommended for the positions. These adjustments will allow BCCDEB to be competitive and fill vacancies with quality candidates while keeping our current staff. Having quality aides is better for the teachers and other staff. The adjustment for the aides has made it be more equitable. Most of the staff that are receiving increases to be more in line with other aides moved three steps up. In addition to this, a 2% increase for aides and hourly staff is being requested.

**Motion made by J. MITCHELL, seconded by L. FRANKE, that the recommended hourly rate of pay adjustments to aide positions and the 2% increase for aides and hourly employees be approved. MOTION CARRIED UNANIMOUSLY.**

Administration will be working with the teaching and therapist staff to develop a new salary schedule. There are opportunities for different pay scales and we want to ensure that teachers and therapist have input in the new plan. The goal is to have a collaborative effort with a type of scale that allows the staff to see their potential earnings.

Teacher sub-pay is in the middle to high range for schools around us. We are requesting to increase teacher sub pay to \$145. Teacher aide pay is being requested to be increased to \$80. Although pay is not the only factor why individuals sub here, we want to ensure that we are attracting quality subs. We are working to increase the sub pool due to a decrease from prior years. There are about six potential subs to interview. We are hoping that moving to the Frontline system will help us attract more subs. The new sub system will allow teachers to set preferences which will allow sub to be contacted first, then the preferences of Principal/Special Ed Director. This will be a website or a phone call to secure subs.

**Motion made by B. CLANCY, seconded by J. MITCHELL, that the recommended daily rate of pay for substitute teachers and substitute aides be approved. MOTION CARRIED UNANIMOUSLY.**

8. Action Item: Staffing New Hires

The individual that was approved last month accepted a position at a different school, so another candidate is being recommended, Rebecca Olson. Ms. Olson is excited to be returning to the area.

**Motion made by J. MITCHELL, seconded by L. FRANKE, that the contract for Rebecca E. Olson to fill the vacant Early Childhood Teacher position for the 2017-18**

**school year be approved. MOTION CARRIED UNANIMOUSLY.**

9. Action Item: School Fees

It is recommended that the school fees remain consistent with prior years. Funds raised by the Parent Organization allow for the fees to remain the same.

**Motion made by J. MITCHELL, seconded by L. FRANKE, that the school fees remain at \$15.00 per student for Early Childhood thru Middle School and \$25.00 per student for High School be approved. MOTION CARRIED UNANIMOUSLY.**

10. Discussion Item: Administrators' Report

Kim would like to thank the Nancy Kohls, Matt Schmidt, Jim Skenadore, Laura Lamal, Bridget Clancy, Kim Vanden Langenberg, Erin Nuthals and Mary Brick who have been busy working to get things ready for the school year. Many teachers and therapists have also been here getting their classrooms ready. Staff members have also helped with the painting, Kris Perry was here many times. Nicole DeRuyter helped tape lockers and paint. In addition, parents have also helped with the painting.

A suggestion was made to move the Board meeting to Tuesdays. The third Tuesday will eliminate days that would have created conflicts due to the Monday meeting date. The new schedule of dates will be brought to the next meeting for approval.

In order for Larry Franke to be at the September meeting, the meeting will be moved to Tuesday, September 26, 2017.

Lockers were painted on Tuesday. Volunteers came in to tape lockers. Jim has been working on scrubbing floors and cleaning carpets. The gymnasium floor is currently being worked on.

The Macht Village Program (MVP) was here on Friday, August 18th for their Winter Blast purchase of the Sensory Courtyard and Pool party. MVP is for school age children with challenging behaviors with aggression. Five of our students are on crisis call. A student's attendance at MVP is coordinated with the district. If a student has been at MVP full-time, the use of crisis call for MVP is sometimes used to help transition the students back to school. There were about 25 students that participated in the party on Friday.

Our audit was completed during August and no adjustments were necessary.

192 students are enrolled for the 2017-18 school year. Due to the increase we may need to increase by one class room for the 2018-19 year if enrollment continues to increase.

11. Discussion Item: Parent Organization Report

Golf Outing came in at \$20,165 this year. The organizers agreed to do another golf outing next year due to the success of this year's event. Additional parents and staff members helped out this year which contributed to the success.

Next year's Golf Outing has been scheduled for July 14<sup>th</sup> which will be the 25<sup>th</sup> Annual Golf Outing.

12. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(f) pursuant to donor request, contracts and personnel.

Moved to Executive Session

**Motion made by J. MITCHELL, seconded by L. FRANKE, to move to Executive Session. MOTION CARRIED UNANIMOUSLY.**

**Returned to open session at 4:49 PM.**

13. Action Item: Adjournment

**Motion made by J. MITCHELL, seconded by L. FRANKE, to adjourn the meeting at 4:50 PM. MOTION CARRIED UNANIMOUSLY.**